

**INSTRUCTIONS FOR APPLICATION FOR
AFFIDAVIT TO TRANSFER TO REAL ESTATE**
Designed for Permanently Installed Manufactured Homes State Form 51408 (05/04)

SUBMIT to the BMV:

- (a) A completed Application for Affidavit to Transfer to Real Estate (See next page for line explanations.); *and*
- (b) An Indiana title; or
- (c) The proper documentation to obtain title in Indiana, which may include:
(Original Documents Required)
 - (1) Certificate of Origin;
 - (2) Certificate of Title from another state;
 - (3) Bill of Sale if applicable;
 - (4) Court Order;
 - (5) Parcel Number; and
- (d) *A fully completed Indiana title application (applications available online).*

FEES: (Check or money order only)

- (a) \$10.00 Affidavit to Transfer to Real Estate; or
- (b) \$25.00 Title Application Fee + Affidavit to Transfer to Real Estate.

MAIL TO: (All paperwork plus fee)
Indiana Bureau of Motor Vehicles
Attention: Real Estate Transfer Department
100 North Senate Avenue, Room N440
Indianapolis, Indiana 46204

Telephone inquiries may be made to (317) 234-0717 or 234-0718

NOTE: Indiana titles for manufactured homes attached to real estate may not be applied for at BMV License Branches and will only be attainable through this process. Microfilm records of ATRE transactions will be maintained for 10 years. Copies may be requested through the Vehicle Records Department of the Bureau of Motor Vehicles at (317) 233-2513.

Indiana titles for manufactured homes may not be applied for at BMV License Branches, and will only be attainable through this process. THE PROCESS MAY TAKE FOUR TO SIX WEEKS.

FOLLOWUP INSTRUCTIONS:

Upon receipt of the **Affidavit to Transfer to Real Estate** by the applicant or lien holder, the Affidavit to Transfer to Real Estate must be signed by the party in possession of the document and notarized for submission to the county recorder.

LINE INSTRUCTIONS FOR APPLICATION FOR AFFIDAVIT TO TRANSFER TO REAL ESTATE

- The “**Applicant’s Name**” is the retailer who is selling the home to the consumer or owner or the existing owner of the unit if applicable.
- The “**Current Address**” is that of the retailer’s place of business or if applicable the existing owners address.
- The “**Address of the Manufactured Home Transferring to Real Estate**”, in the case of a **new home**, is the address of the consumer’s building lot where the foundation is being constructed. In the case of an **existing home**, the address is that of the owner.
- The “**Description of Manufactured Home**” includes information such as the size, number of stories in the home, number of bedrooms, model name, model number, etc.
- The “**HUD Certification Number**” is the alpha/numeric number from the HUD label, data plate of the home, certificate of origin, or the bill of sale.
- The “**Manufacturer’s Name**” is the name of the manufacturer of the manufactured home on the certificate of origin (C of O) or bill of sale or existing title.
- The “**Manufacturer’s Serial Number**” is the serial number designation found upon the data plate, certificate of origin (C of O), or the bill of sale or existing title
- The “**Legal Description of Real Estate to which the Manufactured Home is Attached**” is the legal description of the consumer’s/owner’s building lot on which the foundation is constructed. (If this portion of the application requires attachments, copies will be acceptable but will not be returned.)
- The “**Parcel Number**” the number assigned to the consumer’s/owner’s lot.
- “**Are you the owner of the real estate described above?**” Generally, the answer to this question is “**No**”, if the manufactured home is **new**. Typically the retailer or the financial institution, instead of the individual(s) purchasing the new manufactured home, will submit the “Application for Affidavit to Transfer to Real Estate” form, for processing, to the Indiana Bureau of Motor Vehicles, on behalf of the individual(s) purchasing the **new** home. If the manufactured home **is not new** and there is no manufacturer or financial institution involved in the buyer’s purchase transaction, generally, the answer to this question is “**Yes**”.
- The statement on the form, “**If not please list the name of the owner**”, would be completed as part of the sales agreement. The name(s) of the owner(s) [consumer(s)] should be listed when the consumer purchases the manufactured home from a manufactured home retailer.
- “**ATTESTATION TO PERMANENT ATTACHMENT TO REAL ESTATE OF A MANUFACTURED HOME.**” – The owner/buyer should sign his/her name on the signature line, before a notary public, and provide the date in which he/she signed off affirming that the manufactured home is permanently attached to the real estate, as described in the legal description of the real estate on the “Application for Affidavit to Transfer to Real Estate” form. The owner/buyer should also clearly print his/her name and provide the date in which he/she printed her name on the appropriate line.
- “**NOTARY CERTIFICATION**” – A notary public must fill out the “NOTARY CERTIFICATION” to verify that the owner(s)/buyer(s) signed, before the notary public, the “ATTESTATION TO PERMANENT ATTACHMENT TO REAL ESTATE OF A MANUFACTURED HOME” affirmation clause.